

POLICE LIEUTENANT

General Statement of Duties: Performs responsible supervisory police work assisting the direction of activities of the division of the department to which assigned; does related work as required.

Distinguishing Features of the Class: Assignments in this class are varied. A Police Lieutenant is required to exercise knowledge of police methods and techniques and seasoned judgment in providing police services to meet emergencies and other special police situations. A Lieutenant supervises Sergeants and other subordinates and assumes complete charge in the absence of a superior officer. The work is performed in accordance with prescribed departmental procedures, and assignments are received with prescribed departmental procedures, and assignments are received in the form of written or oral instructions. Supervision is received from a Police Captain who reviews work through observation of results and evaluation of reports submitted.

Areas of Accountability:

1. Directs and coordinates activities of the section or watch to which assigned.
 - Keeps Division Commander and Chief apprised on important matters;
 - Accepts the responsibility of his command;
 - Maintains an acceptable performance level;
 - Schedules personnel according to workload and crime trends;
 - Follows through on assignments to see that subordinates are effectively carrying out the mission;
 - Maintains high degree of integrity in public and private life so command effectiveness is not compromised;
 - Is consistently reliable in his/her judgment;
 - Effectively handles grievances and disciplinary matters at his/her level of command;
 - Actively assists subordinates at major crime scenes, incidents or disasters;
 - Strives to attain goals and objectives set out by Division Commander and/or Chief of Police;
 - Provides for relief during his/her absence;
 - Assumes command of entire department during the absence of the Division Commander and Chief of Police;
 - Assists staff in the formulation of policy and procedures; - Is effective under stress.
2. Effective in handling citizen complaints against police policy, procedure or performance.
 - Investigates citizen complaints objectively;
 - Monitors officer's response to citizen complaints.

3. Maintains proper records.

- Maintains a working file to effectively administer his/her assignment; - Submits monthly and annual reports;
- Monitors all reports to see if they conform to department guidelines.

4. Recommends training needs for section or watch.

- Makes himself/herself aware of deficiencies and requires training to correct problem areas;
- Maintains an educational and training level for himself/herself in order to effectively and efficiently command.

5. Provides input for improving quantity and quality of performance.

- Allows subordinates to provide input into the adoption of new policy or procedure;
- Provides research and development for the department;
- Prepares factual, clear, concise written reports with specific recommendations;
- Keeps all departmental personnel apprised of any changes to City Ordinances, State Statutes or Federal Laws.

6. Evaluates personnel and reports.

- Uses the Productivity and Evaluation Measurement System as a means of communications and improving performance;
- Reviews and evaluates reports;
- Reviews and evaluates the performance of those departmental employees directly responsible to him/her on a regular basis;
- Actively participates in the oral interview process for new applicants.

7. Maintains open communication with all employees.

- Disseminates department General Orders, Special Orders, and Memoranda explaining the policies and procedures and follows through on implementation;
- Holds briefings and disseminates timely information.

8. Makes inspections of personnel and equipment under his/her command.

- Maintains an inventory of equipment under his/her supervision and control;
- Requires subordinate supervisors to make periodic inspections of their personnel and equipment;
- Monitors the operation of all police vehicles and equipment and takes appropriate actions to correct any misuse or negligence;
- Periodically inspects policies and procedures in order to continually improve performance and to be cost effective.

9. Makes immediate initial investigation into any allegations of misconduct, abuse, or complaint against department personnel by citizens or other Police Officers.
- Maintains a cooperative attitude with Inspectional Services Section; - Provides proper notice to department personnel under investigation.
10. Performs other duties which may be required by department policy or employees, supervisors, or department head.

Required Knowledge, Skills and Abilities: Thorough knowledge of the rules and regulations of the Police Department and of pertinent federal and state laws and City ordinances; good knowledge of the principles and practices of modern police administration including patrol, traffic administration, or criminal investigation and identification; good knowledge of the types and uses of firearms, communications and automotive equipment in modern police work; good knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work; good knowledge of the streets and physical layout of the City and adjoining areas, and the locations requiring special police attention; ability to understand and execute difficult oral and written directions and to deal courteously and firmly with the public; ability to command the respect of officers and assign, instruct and review their work; ability to write clear and comprehensive reports; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; good physical condition.

Acceptable Experience and Training: Considerable police experience, some of which shall have been at the level of Police Sergeant and completion of a standard high school course supplemented by the completion of course work in police administration and methods of criminal investigation, preferably supplemented by college level courses and training in police practices; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.